



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 8

15 November 2007

LEVEL 2 MICROSOFT OFFICE 2003 APPLICATIONS ONSITE TRAINING

1. This Bulletin applies to all state employees within the Department's Central Office, Veterans Service Offices, and Armorer Workforce for the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding level 2 training on Microsoft Office 2003 applications (including Access Level 1) currently installed on computers residing on the Garden State Network.
2. Classes are designed to give students a proper introduction to software applications in the Microsoft Office Suite to include Microsoft Access. Each class will focus on one application and consist of 8 hours of onsite training in the Homeland Security Center of Excellence (HSCOE) located in Lawrenceville.
3. Microsoft Level 2 Courses (including Access Level 1):

Access 2003 Level 1 (Two-day course)

Overview: Students will be introduced to the concept of the relational database and the Microsoft Access 2003 relational database application and information management tools. They will also learn how to design and create a new Access database.

Access 2003 Level 2 (Two-day course)

Overview: Students will extend their knowledge into some of the more specialized and advanced capabilities of Microsoft Access including structuring the existing data, writing advanced queries, simplifying tasks with macros, and making forms more effective.

Word 2003 Level 2

Overview: Students will increase the complexity of their documents by adding components such as customized lists, tables, charts, and graphics. They will also create personalized Microsoft Office Word 2003 efficiency tools.

Excel 2003 Level 2

Overview: Students will learn to streamline and enhance Excel spreadsheets with templates, charts, graphics, and advanced formulas.

PowerPoint 2003 Level 2

Overview: Students will enhance presentations with features that will transform basic presentations into those with a powerful means of communication. They will also learn to add special effects and create Web presentations.

4. Laptops will be provided to each student during the class to enhance the learning experience. Training outlines are available upon request from the DMAVA Customer Support Center at (609) 530-7177.
5. Level 2 Training will be conducted twice a month starting on January 8, 2008 and continuing until May 13, 2008. Training dates are listed in Enclosure 1.
6. Deputy Commissioner of Veterans Affairs, Division Directors, Superintendents, and separate office managers are required to approve all requests for training. Individuals requesting training must submit a Training Request form (see Enclosure 2) at least one week in advance of the scheduled training date. Seating is limited to 15 students per course and all requests will be handled on a first-come, first-served basis. The (IT) Training request form can also be obtained in a fillable word document version on-line at http://www.state.nj.us/military/publications/forms/DMAVA_IT_Training_Form.doc
7. Questions or inquiries concerning this bulletin should be addressed to Dee Panfile, Customer Support Center Technician, at (609) 530-7078 or Dee.Panfile@njdmava.state.nj.us.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



DAVID S. SNEDEKER.
Chief Information Officer
Director, Information and
Administrative Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F

2 Encls:

1. DMAVA Microsoft Office 2003 Level 2 Training Dates
2. DMAVA Microsoft Training Request Form

DMAVA Microsoft Office 2003 Level 2 Training Dates

Course	Date Conducted
Access 2003 Level 1 (Two-day course)	Tuesday, January 8, 2008 & Wednesday, January 9, 2008
Outlook 2003 Level 2	Thursday, January 24, 2008
Word 2003 Level 2	Thursday, February 7, 2008
Excel 2003 Level 2	Thursday, February 21, 2008
Access 2003 Level 1 (Two-day course)	Tuesday, March 4, 2008 & Wednesday, March 5, 2008
PowerPoint 2003 Level 2	Tuesday, March 18, 2008
Word 2003 Level 2	Thursday, April 3, 2008
Excel 2003 Level 2	Thursday, April 17, 2008
Access 2003 Level 2 (Two-day course)	Wednesday, April 30, 2008 & Thursday, May 1, 2008
Access 2003 Level 2 (Two-day course)	Tuesday, May 13, 2008 & Wednesday, May 14, 2008
PowerPoint 2003 Level 2	Thursday, May 29, 2008

All sessions will begin at 0900

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DMAVA MICROSOFT TRAINING REQUEST FORM

(Please use a separate form for each date)

Requestor's Name: _____

Unit/Directorate/Section: _____

E-Mail Address: _____

Work Phone: _____

Course Name and Date Requested: _____

Trainee Signature

Once this registration is confirmed, I will notify Customer Support Center (609) 530-7177 in advance of any changes in my schedule. This notification will be followed up in writing with the reasons for the change within five days.

Date

Signature

SUPERVISOR'S APPROVAL

I approve of this course registration request.

Supervisor's Name (Please print or type)

Supervisor's Signature

Supervisor's Telephone Number

DIRECTOR'S APPROVAL

I approve of this course registration request.

Director's Name (Please print or type)

Director's Signature

Director's Telephone Number

Return completed form to the Customer Support Center via the following methods:

Interoffice mail

Scan and e-mail to Dee.Panfile@njdmava.state.nj.us

Fax to (609) 530-7066